



Written & Evaluation Skills Question Format

Operational Guideline 074

References:	Pro Board Criteria:
Revised:	January 15, 2018

1.0 General Information

- 1.1 Purpose:** To provide a written, formal policy to ensure Students are informed of the various written exam question formats and practical skills evaluations formats.
- 1.2 Responsibility:** It is the responsibility of all Proctors and Evaluators to be familiar with this guideline to ensure that Students are properly and consistently informed of the various formats of written exams and practical skills evaluations that can be presented to the Student. It is the responsibility of the Board of Directors to ensure that this policy is clearly presented to and understood by all Proctors and Evaluators to ensure that all Students are provided with consistent and fair instructions for the evaluation process.

2.0 Procedures

2.1. Written Exam Evaluations:

- 2.1.1.** The Proctor will inform Students that all cognitive exam questions will come in one of two forms:
- multiple choice
 - true or false
- 2.1.2.** All Cognitive exam questions will be graded as one mark for each question.
- 2.1.3.** Passing grade for all Cognitive exams is 75%.
- 2.1.4.** Students will be informed by the FPOABC of their mark as pass or fail.

2.2. Practical Skills Evaluations:

- 2.2.1** The Evaluator will inform Students that practical skills evaluations are conducted using table-top evaluations.
- 2.2.2** Passing grade for all practical skills evaluations is 75% of the requisite skills.
- 2.2.3** All Students will be informed of their mark as successful or unsuccessful within 7 days of the evaluation by the FPOABC.



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January 15, 2018

Date